

#### **4.9 Request for Certificate (Established 1990).**

This process allows an agency to instantly send a register request to the Personnel Cabinet, then permits Personnel to use electronic procedures to return registers to agencies and allows agencies to make their appointment. The advantages that accrue to the agency and the Personnel Cabinet are: (1) elimination of problems with the mail (losses, misdirections, delays); (2) greater accuracy because of automated error-checking; and (3) reduction in work by both Personnel and the agency.

The system will be much faster because it is submitted electronically and because the computer checks for errors as the agency enters the certificate request.

Personnel now checks many items manually, after the request is received. With this system, the items will be checked electronically by the computer before the agency releases the data to Personnel.

Some examples of items that will be checked by the computer as the agency creates the certificate request are: (1) that the class identification number is valid; (2) that the location and cabinet/department are valid (for the security ID being used); and (3) that the position number is valid.

A particular strength of the new system is in the checking of whether you have a position established. If there is not one on record, it will check to see if there is one in the XP pending file. And, it will check to see if you have just submitted an establishment P-1 through the XP System.

Agencies can enter their own request number on the request. The computer will automatically assign and maintain the Personnel Cabinet's certificate number (formerly done manually).

A screen is available that lists all register certificates the user is authorized to view. From this screen, the user may view the applicants on any filled or completed register.

For any register with a status of filled (i.e., that has been completed by Personnel), actions may be entered. The usual action codes of "A" (appointed), "I" (interviewed), "C" (considered), etc., are used to make such entries. Any actions left blank will be regarded as "C" (considered). Once the agency "works" the register and enters necessary actions, and so indicates that on the screen, the computer considers the register complete. Once the status is shown as complete, the screen is for viewing only.

When the user is ready to return this register to the Personnel Cabinet, a completion screen will appear. From this screen the user may confirm completion. The actions from the completed register will be returned to the Personnel Cabinet. (The register will remain on the computer for viewing only, as a convenience to the agency, for 10 working days. After that, it will be deleted.)

Appropriate documentation must be submitted on all actions which remove an eligible from the register. This could be faxed by using 502-564-1640.

At the same time the agency completes the register on the computer, the P-1 should be submitted to Personnel via the XP System. Personnel should then receive both the register and the P-1 at the same time.

If there are any questions concerning these instructions, please contact the Register Branch at 564-6922.

## INSTRUCTIONS FOR USING THE ONLINE REGISTER SYSTEM

The Merit Register automation allows agencies to send register requests to Personnel electronically, permits the Personnel Cabinet to use electronic procedures to return registers to agencies and allows agencies to make their appointments electronically. If there are any questions concerning these instructions, please contact the Register Branch at 564-6922.

1. Bring up the PERS Personnel Menu Screen.
2. Select Option 8--Register Menu.
3. The Certification Menu will appear with three options:
  - Work with Certificate
  - P7 Inquiry
  - Applicant Information
4. If Option 1 is selected, the Work with Certificate Screen will appear.
  - A. The user will enter all data on the screens according to the edits and press enter.
  - B. The Screens will go through all the edits listed on the edit listing.

Use the abbreviations below to distinguish these similarly-named counties:

▶ Gren -- Green County	▶ Mcre -- McCreary County
▶ Grnp -- Greenup County	▶ Mcra -- McCracken County
  - C. If there are any edit errors, the Screen will return with the edit errors.
  - D. After all edit errors are corrected, the Spec Code will be verified. If there are two or more Class IDs with that Spec Code, an options screen will appear detailing the different class titles available for that Spec and requesting the user to select one.
  - E. If there are no errors, a Verification Screen will appear listing the full department title, county name, and Class ID title that was selected.
  - F. User can then press enter to create the pending record and another blank Request for Certification Screen will appear. Or, user can press PFK09 to change any data on the screen.
5. If Option 2 is selected, a screen will appear listing all certificates the user has access to view. The user may also select the sequence number to view the applicants on any filled or completed register.

If the Enter Key is pressed, a screen will appear with the applicants for the register. For any register with a status of filled, actions may be entered. Any actions left blank will default to "C" for considered. If the status is complete, the screen is for viewing only.

From the applicant screen, the user may select an applicant for viewing or update by entering the social security number and pressing the Enter Key.

When the user is ready to return this register to the Personnel Cabinet, PFK2 can be pressed and a completion screen will appear. From this screen the user may press the Enter Key to confirm completion or press PFK3 to return to the previous screen. If the Enter Key is pressed, the status will be changed to

Complete and no further actions can be entered or changed. The actions from the completed register will be returned to the Personnel Cabinet. The register will remain for viewing only for 10 working days.

Please note that all registers must be completed, even registers that have no applicants or those where no actions are taken.

If any appointment actions are returned, please return the appointment P-1 to insure prompt processing of register actions.

A. PFK7 can be pressed to page backward on this screen.

B. PFK8 can be pressed to page forward on this screen.

6. If Option 3 is selected, the Applicant Information Menu will appear. The user can enter:

- #1 to view an applicant's record by entering a social security number;
- #2 to view rank information by class and county; or
- #3 to perform a search of applicants alphabetically; or
- #4 to view applicants by class, type, and county.

If option 1 is selected, the user will see the register information for that applicant, including class code, class ID, title, score and availability. A class may then be selected and that applicant's available counties will be shown along with how many re-employments, subject to layoff, and internal mobility applicants, as well as the score needed to be in the top five for that county. The user may also select to view only one county. If the applicant is available for that county, only the information for that county will be displayed.

If option 2 is selected, class code, employment type (f or p), and county abbreviation are entered, the user will see how many re-employment, subject to layoff and internal mobility applicants are available for that county. The score needed to be in the top 5 scores will also be shown. If the county selection is left blank, information for all counties will be displayed. If there are 2 or more class ID's with that class code, an options screen will appear detailing the different class titles available for that Spec and requesting the user to select one.

If option 3 is selected, the user may enter a name and the computer will search for records having that name. For example, if JONES is entered in last name, all records with the last name of JONES will be displayed. If JONES is entered in last name and R is entered in first name, all records with last name of Jones and first name beginning with R will be displayed. After the names have been displayed, the user may select a record, and view the applicant's record as in Option #1.

If option 4 is selected, the user will enter the class code, employment type (f or p), and county abbreviation. The applicants who meet that criteria will be displayed on the screen with their rank, name, social security number, score and availability. If there are 2 or more class ID's with that class code, an options screen will appear detailing the different class titles available for that spec and requesting the user to select one.

7. On any screen the following keys are standard for this system:

A. Clear Key=End for CICS

B. PFK5=Return to Certification Menu

C. PFK10=Return to PERS Menu

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09/22/97

PERSONNEL CABINET

13:31:46

CERTIFICATION MENU

1. WORK WITH CERTIFICATE
2. P7 INQUIRY
3. APPLICANT INFORMATION

: SELECTION

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ENTER=PROCESS

CLEAR=END

PF10=MENU

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09/22/97

PERSONNEL CABINET

13:32:34

WORK WITH CERTIFICATE

1. ADD CERTIFICATE
2. CHANGE CERTIFICATE
3. DELETE CERTIFICATE

SELECTION :

CAB/DEPT :

REQUEST # :

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ENTER=PROCESS

CLEAR=END

PF5=CERT MENU

PF10=MENU

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07/08/98

PERSONNEL CABINET

13:16:04

## WORK WITH CERTIFICATE - ADD

CAB/DEPT NUMBER: XXXXX

AGENCY REQUEST NUMBER: XXXX

SPEC CODE: XXXX

LOCATION: XXXX

COMPETITIVE OR PROMOTIONAL(C OR P): X

SELECTIVE(N,2,3,R,M,F,O): X

ATTACHMENTS(Y OR N): X

NUMBER TO BE EMPLOYED: XX

PART OR FULL(P OR F): X

POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):

XX

SPECIAL QUALIFICATIONS: XXX

CLR=END ENTER=ADD PF5=WRK WTH CERT PF6=CLEAR PF9=CORRECT PF10=MENU

07/08/98

PERSONNEL CABINET

13:18:16

## WORK WITH CERTIFICATE - CHANGE

CAB/DEPT NUMBER: XXXXX

AGENCY REQUEST NUMBER: XXXX

SPEC CODE: XXXX

LOCATION: XXXX

COMPETITIVE OR PROMOTIONAL(C OR P): X

SELECTIVE(N,2,3,R,M,F,O): X

ATTACHMENTS -&gt; Y OR N: X

NUMBER TO BE EMPLOYED: XX

PART OR FULL(P OR F): X

POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):

XXXXXXXXXXXXXXXX

SPECIAL QUALIFICATIONS: XXX

CLR=END

ENTER=ADD

PF5=WORK CERT

PF9=CORRECT

PF10=MENU

07/08/98

PERSONNEL CABINET

13:18:59

## WORK WITH CERTIFICATE - DELETE

CAB/DEPT NUMBER: XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
AGENCY REQUEST NUMBER: XXXX  
SPEC CODE: XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
LOCATION: XXXX XXXXXXXXX  
COMPETITIVE OR PROMOTIONAL(C OR P): X  
SELECTIVE(N,2,3,R,M,F,O): X XXXX ATTACHMENTS(Y OR N): X  
NUMBER TO BE EMPLOYED: XX PART OR FULL(P OR F): X  
POSITION NUMBER (DIVISION THRU SERIAL, UP TO 20 MAX):  
XXXXXXXXXXXXXXXXXX

SPECIAL QUALIFICATIONS: XX

075 PRESS ENTER TO DELETE THIS RECORD

CLR=END

ENTER=DELETE

PF5=WORK CERT

PF10=MENU

xx/xx/xx

PERSONNEL CABINET

xx:xx:xx

PLEASE CHOOSE ONE OF THE FOLLOWING OPTIONS: XX

1. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
2. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
3. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
4. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
5. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
6. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
7. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
8. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
9. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX
10. XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX

ENTER=PROCESS

CLR=END

PF5=CERTMENU

PF10=MENU

**P-7 INQUIRY SCREEN**

06/20/97

PERSONNEL CABINET

11:15:47

#	CAB/ DEPT	REQ NUM	LOC	VAC	DATE ENTERED	ACT	ACTION DATE	TITLE
1.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
3.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
4.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
5.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
6.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
7.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
8.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
9.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
10.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
11.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
12.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
13.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
14.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX
15.	XXXXX	XXXX	XXXX	XX	XXXXXXXX	XXXX	XXXXXXXX	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

ENTER=SELECT A REGISTER # XX

CLR=END

PF5=CERTMENU

PF7=BACKWARD

PF8=FORWARD

PF10=MENU

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**APPLICANT SCREEN**


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06/20/97

PERSONNEL CABINET

11:16:15

 DEPT/REQNO: 30104 0028  
 CERTNO: 970854

 TITLE: REVENUE EXAMINER I  
 STATUS: FILLED

SSN	NAME	SCORE	ACTION
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX
XXX-XX-XXXX	XXXXXX	XXXXXXXXXX	X XX

 PF2=RETURN COMPLETED REGISTER ENTER=SELECT A SSN XXXXXXXXXX  
 CLR=END PF4=P7-INQ PF5=REGMENU PF7=BACKWARD PF8=FORWARD PF10=MENU

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**COMPLETION SCREEN**


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06/20/97

PERSONNEL CABINET

11:16:51

 DEPT/REQNO: 30104 0028  
 REQ NO: 970854

 TITLE: REVENUE EXAMINER I  
 STATUS: FILLED

THE OPTION YOU HAVE SELECTED WILL RETURN THIS REGISTER CERTIFICATE TO THE DEPARTMENT OF PERSONNEL. THE STATUS WILL BE CHANGED TO COMPLETED AND NO FURTHER ACTIONS CAN BE TAKEN ON THIS REGISTER. IT WILL REMAIN ON THE SYSTEM FOR VIEWING ONLY FOR FIFTEEN (15) WORKING DAYS.

APPROPRIATE DOCUMENTATION MUST BE SUBMITTED ON ALL ACTIONS WHICH REMOVE AN ELIGIBLE FROM THE REGISTER. IF ANY APPOINTMENT ACTIONS ARE RETURNED, PLEASE RETURN THE APPOINTMENT P-1 TO INSURE PROMPT PROCESSING.

PRESS ENTER TO CONFIRM COMPLETION OR  
 PRESS PF3 TO RETURN TO PREVIOUS SCREEN

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APPLICANT INFORMATION

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TP89  
06/20/1997

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEAIP01T  
13:33:30

APPLICANT INFORMATION MENU

1. APPLICANT SSN
2. RANK -- CLASS/COUNTY
3. ALPHABETICAL SEARCH
4. RANK -- APPLICANTS

\_ : SELECTION

ENTER=PROCESS

CLEAR=END

PF5=CERT MEMU

PF10=MENU

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TP90  
03/17/1997

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEAIP10T  
13:14:05

APPLICANT INFORMATION SYSTEM

APPLICANT SSN: \_\_\_\_\_

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ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

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TP9S	COMMONWEALTH OF KENTUCKY	PEAIP02T
05/15/1997	PERSONNEL CABINET	08:27:01
PAGE: 1	APPLICANT/CLASS INFORMATION	

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NAME: DROZ                      DANNA                      E                      SSN: 000-00-0170

SEQ	CLASS CODE	CLASS ID	CLASS TITLE	SCORE	AVAIL
1	3343	5381	PHARMACY AND DRUG INSPECTOR	IM	P

FOR RANK INFO ENTER =>                      SEQ #: \_                      TYPE: \_                      COUNTY: \_\_\_\_

ENTER=PROCESS	CLEAR=END	PF3=PREV SCR N	PF4=APPL MENU
PF5=CERT MENU	PF7=BACKWARD	PF8=FORWARD	PF10=PERS MENU

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TP9S	COMMONWEALTH OF KENTUCKY	PEAIP04T
05/15/1997	PERSONNEL CABINET	08:28:16
PAGE: 1	APPLICANT/COUNTY INFORMATION	* MORE

NAME: DROZ                      DANNA                      E                      SSN: 000-00-0170  
 CLASS TITLE: PHARMACY AND DRUG INSPECTOR                      SCORE: IM

COUNTY NAME	TYPE	REEMPLOY	SUBJ LAYOFF	INT MOBILITY	TOP 5 SCORE
ADAIR	F	0	0	0	70
ALLEN	F	0	0	0	70
ANDERSON	F	0	0	0	70
BALLARD	F	0	0	0	70
BARREN	F	0	0	0	70
BATH	F	0	0	0	70
BELL	F	0	0	0	70
BOONE	F	0	0	0	70
BOURBON	F	0	0	0	70
BOYD	F	0	0	0	70

CLEAR=END	PF3=PREV SCR N	PF4=APPL MENU	PF5=CERT MENU
PF7=BACKWARD	PF8=FORWARD	PF10=PERS MENU	

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TPE5  
06/18/1997

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET

PEAIP13T  
10:55:51

## RANK APPLICANTS

CLASS CODE: \_\_\_\_\_

EMPLOYMENT TYPE: \_

COUNTY ABBREVIATION: \_\_\_\_\_

ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

TP90  
03/17/1997  
PAGE: 1

COMMONWEALTH OF KENTUCKY  
PERSONNEL CABINET  
CLASS SELECTION SCREEN

PEAIP06T  
13:17:14

SEQ	CLASS CODE	CLASS ID	CLASS TITLE
1	3033	5292	ENVIRONMENTAL INSPECTOR II AIR
2	3033	5293	ENVIRONMENTAL INSP II WATER
3	3033	6224	ENVIRONMENTAL INSP II HMWM
4	3033	8529	ENVIRONMENTAL INSP II RECLAM

ENTER SEQ #: \_

ENTER=PROCESS  
PF5=CERT MENU

CLEAR=END  
PF7=BACKWARD

PF3=PREV SCRN  
PF8=FORWARD

PF4=APPL MENU  
PF10=PERS MENU

TP9S	COMMONWEALTH OF KENTUCKY	PEAIP08T
05/15/1997	PERSONNEL CABINET	08:29:10
PAGE: 1	CLASS/COUNTY INFORMATION	* MORE

CLASS TITLE: CLERK

TYPE: P

COUNTY NAME	REEMPLOYMENT	SUBJ LAYOFF	INT MOBILITY	TOP 5 SCORE
ADAIR	0	0	0	70
ALLEN	0	0	0	70
ANDERSON	0	0	0	83
BALLARD	0	0	0	70
BARREN	0	0	0	70
BATH	0	0	0	70
BELL	0	0	0	70
BOONE	0	0	0	70
BOURBON	0	0	0	70
BOYD	0	0	0	74

CLEAR=END

PF3=PREV SCRIN

PF4=APPL MENU

PF5=CERT MENU

PF7=BACKWARD

PF8=FORWARD

PF10=PERS MENU

TP90	COMMONWEALTH OF KENTUCKY	PEAIP11T
03/17/1997	PERSONNEL CABINET	13:18:07

## APPLICANT INFORMATION SYSTEM

APPLICANT LAST NAME: \_\_\_\_\_

APPLICANT FIRST NAME: \_\_\_\_\_

ENTER=PROCESS

CLEAR=END

PF4=APPL MENU

PF5=CERT MEMU

PF10=MENU

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TP90	COMMONWEALTH OF KENTUCKY	PEAIP09T
03/17/1997	PERSONNEL CABINET	13:18:31
PAGE: 1	ALPHABETIC SEARCH	* MORE

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SEQ	NAME	SSN
1	XXXXXXXX	XXXXXX XXX-XX-XXXX
2	XXXXXXXX	XXXXXX XXX-XX-XXXX
3	XXXXXXXX	XXXXXX XXX-XX-XXXX
4	XXXXXXXX	XXXXXX XXX-XX-XXXX
5	XXXXXXXX	XXXXXX XXX-XX-XXXX
6	XXXXXXXX	XXXXXX XXX-XX-XXXX
7	XXXXXXXX	XXXXXX XXX-XX-XXXX
8	XXXXXXXX	XXXXXX XXX-XX-XXXX
9	XXXXXXXX	XXXXXX XXX-XX-XXXX

ENTER SEQ #: \_

ENTER=PROCESS	CLEAR=END	PF3=PREV SCRN	PF4=APPL MENU
PF5=CERT MENU	PF7=BACKWARD	PF8=FORWARD	PF10=PERS MENU

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TPE5	COMMONWEALTH OF KENTUCKY	PEAIP12T
06/18/1997	PERSONNEL CABINET	10:57:16

RANK -- CLASS/COUNTY

CLASS CODE: \_\_\_\_

EMPLOYMENT TYPE: \_

COUNTY ABBREVIATION: \_\_\_\_

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ENTER=PROCESS	CLEAR=END	PF4=APPL MENU	PF5=CERT MEMU	PF10=MENU
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TPE5	COMMONWEALTH OF KENTUCKY	PEAIP15T
06/18/1997	PERSONNEL CABINET	10:56:39
PAGE: 1	APPLICANT/REGISTER	* MORE

CLASS CODE: XXXX	CLASS NAME: XXXXXXXX XXXXXXXXXXXX XX
TYPE: X	COUNTY: XXXXXXXX

RANK	NAME			SSN	SCORE	AVAIL
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X
000	XXXXXXXXXX	XXXXXX	X	XXX-XX-XXXX	XX	X

CLEAR=END	PF3=PREV SCRIN	PF4=APPL MENU	PF5=CERT MENU
PF7=BACKWARD	PF8=FORWARD	PF10=PERS MENU	

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